

**PUBLIC MINUTES OF
THE BOARD OF GOVERNORS BUSINESS BOARD MEETING HELD ON
25 MAY 2023
Forest of Dean Campus**

Present:

Mr W Abbott (External) (Chair)
Ms K Blackbird (External)
Ms J Buckland (Staff)
Mr M Burgess (Principal)
Mr P Carr (External)
Ms L Dance (External)
Mr A Dover (External)
Mr M Fabian (External) from item 35/23 onwards
Mr D Humphreys (Staff Governor)
Ms M James (External)
Mr P Lachecki (External)
Dr H Moyes (External)

Apologies:

Mr S Harvey (External)
Ms E Narey (External)
Ms H Ridler (External)
Mr D Kettleby - Director of Student Employment and Experience, Curriculum Innovation and Students

In Attendance:

Mr A Bates - Chief Financial Officer
Dr K Morris - Vice Principal, Curriculum and Quality
Ms C Rosser-Mayo - HR Director
Mr J Billingham – Director of IT and Estates
Mr M Tudge – Head of Skills Planning, Business West – Item 36/23
Ms C Stockwell – LSIP Projects and Events Manager, Business West – Item 36/23
Ms J Tegg – Director of Employer Training – Item 36/23
Mr J Williamson – Item 37/23
Ms J Cosson - Governance Professional and Clerk to the Board of Governors

Attendance: 80 %

31/23 Private Business

None.

32/23 Apologies

Were noted as above.

33/23 Declarations of Interest

It was confirmed that the Register of Interests recorded all of the current declarations of interests of those present.

34/23 Membership Proposals

The Membership Proposals Paper was reviewed.

RESOLVED: Members:

- 1. Noted the position with regard to Board Membership.**
- 2. Approved the appointment of MF as an External Member of the Board and a member of the Audit Committee for a term of 4 years from 25 May 2023 to 24 May 2027.**
- 3. Confirmed the Board size at 17 Members.**

35/23 Confidentiality of Items

As marked (C) for a period of two years. All the marked items were declared confidential on the grounds of commercial sensitivity.

36/23 Skills Reforms (C)

MB reminded Members of the new statutory duty on the College to meet skills needs (as embedded within the enhanced Ofsted inspection framework) and that the College must submit an Accountability Statement by 31 May 2023 setting out its aims for meeting skills needs for the year ahead.

Business West (BW) have been appointed to undertake the Local Skills Improvement Plan (LSIP) for the County, which is also due to be completed 31 May 2023. BW have published their initial findings for the four sectors they have looked at. MT and CS from BW had been invited to attend to present the main findings from the LSIP so that Board members were informed and could reflect on what this means for the College going forward before reviewing and approving the College's Accountability Statement.

Main Findings from the LSIP

MT and CS spoke about the principles of the LSIP, the trailblazer project and the national rollout. They explained the priority findings process, the activities carried out by BW, the response, the format and the expectations. Common threads that had emerged were Core, Digital and Net Zero Skills. MT took Members through the priority findings in Advanced Manufacturing and Engineering, Construction and Digital Industries. Lastly, he outlined the Phase 2 Delivery Plan.

The findings are available the BW website. MT encouraged Members to feedback any concerns so that they can be reported to the Employer Representative Body.

MT and CS left the meeting.

Approval of Accountability Statement

Members reviewed the proposed statement in the light of the previous presentation, reflecting on the findings in the LSIP and what they might mean for the College.

They considered the College's plans for 2023/23 and whether there were any specific areas or gaps the College needed to address further.

It was noted that these are not all the areas in which the College is meeting skills needs (as set out in the report to the Board September 2022 and Ofsted enhanced inspection outcome) but these are the areas for particular focus. The statement will be developed further for 2024/25 but much will depend on the curriculum framework and government funding going forward.

RESOLVED: The Board approved the College's Accountability Statement for 2023/24 for submission to DfE and publication on the College's website, in line with the statutory framework.

37/23 Approval of Green Construction Centre (C)

MB presented a proposal for a sustainable construction centre to be built at the Cheltenham campus.

38/23 Minutes of the Meeting of 30 March 2023

The minutes of the meetings were approved as a true record and signed by the Chair.

39/23 Matters Arising from the Minutes and Actions Matrix

Members were provided with an Actions Matrix and noted the status update of each item.

40/23 Use of College Seal

RESOLVED: The Board noted and endorsed the use of the Seal as set out in the paper.

41/23 Governance Matters

Governance and Regulatory Developments

JC presented a paper which included details of the following matters and the action to be taken in relation to each of them:

1. Funding/Financial Sustainability/Audit/Risk
2. OfS
3. Estate
4. Legislation
5. LSIPs
6. Sustainability
7. Cyber
8. Governance
9. Governor Training and Development

RESOLVED: The Board noted the regulatory developments since the last meeting and the actions taken as a result.

Governor Learning and Development Activity

Members had been provided with the record of Governor Learning and Development activities since the last meeting.

The Chair thanked Members for giving time to the College and to their role.

Link Governor Reports

Members received reports from SH and HM in their capacity as Link Governors for Cyber and EDI and HE respectively.

WA thanked them for their input and engagement with the College.

RESOLVED: The Board noted the Governor Learning and Development Activities and Link Governor Reports, which enrich the Board's understanding and oversight of the College and contribute to the Board's assurance framework.

42/23 Any Other Business

It was noted that this was DH's last full Board meeting. DH was thanked for the contribution and insight he has brought to the Board as Staff Governor during his two terms in office.

43/23 Date and Time of Next Meeting

Date and Time of Next Meeting: Business Board Meeting – 13 July 2023, 4.00pm, C128a/b, Gloucester campus.